

GLOSSARY OF TERMS
FOR
ENTRY-LEVEL JAIL, COURT SECURITY,
CIVIL PROCESS SERVICE OFFICER TRAINING

Standard -- a level of attainment regarded as a measure of adequacy (Webster's New World Dictionary).

Performance Outcome -- knowledge and behavior that a person is expected to be able to demonstrate as a result of training; the performance of a task or set of tasks that may be expected as a result of training.

Training Objective -- the statement(s) briefly describing what the person should be able to identify or demonstrate related to a desired outcome.

Criteria -- those items covered during the training on which the person will be tested for successful achievement.

Test -- an oral, physical, or written exercise by which the trainee is measured for satisfactory completion of an objective.

Oral exercise -- an exercise by which the trainee is tested and must demonstrate the knowledge related to a task or set of tasks using verbal skill(s) to the satisfaction of the instructor.

Physical exercise -- an exercise by which the trainee is tested and must demonstrate the physical skill(s) needed to perform a task or set of tasks to the satisfaction of the instructor or to reach a specified score.

Written exercise -- any generally recognized written method for testing knowledge or writing skills acquired by a trainee during training. These include but are not limited to the following:

- 1. Multiple choice**
- 2. Matching**
- 3. Fill in blanks**
- 4. Essay**
- 5. Case studies**
- 6. Interactive computer uses**
- 7. Combinations of the above**
- 8. Others as may be identified as valid**

Practical Exercise -- an exercise using any combination of oral, physical, or written components that is designed to have the trainee demonstrate a task or set of tasks to the satisfaction of the instructor or to reach a specified score.

Lesson Plan Guide -- information related to the content of training that shall be included in the detailed lesson plan and test items for the particular topic.

Field Training -- statements related to tasks or elements of tasks that must be accomplished during on-the-job or field training at the employing agency.

Commonly Used Verbs:

Identify -- indication of understanding of facts or combination of facts, basic concepts, principles or theories through written, oral, or physical means.

Demonstrate -- selection and application of general rules, procedures, and methods for specific situations through written, oral, or physical means.

Analyze -- break down an organized structure to identify its elements, their relationships, and the organizational principles involved; includes the ability to reorganize the structure.

Evaluate -- make judgments about the value of information (both obvious and obscure), dates, materials, results, or methods and demonstrate this through written, oral, or physical means.